

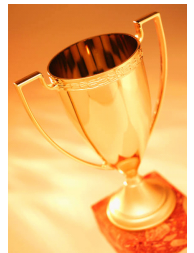
## Levo, Brian

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**From:** Levo, Brian  
**Sent:** Wednesday, November 20, 2013 8:12 AM  
**To:** Anne Christopher; Anne Dalrymple; Benjamin Horwitz; Bill Todd; Bob Hales; Boccato, Gianpaolo; Brian Levo; Castro, Ramona; Chad Schulze; Chae Park; Charlotte Boulind-Yeung; CherylB Williams; Chris Gebhardt; Christine Kelly; Cool, Richard; Creagh Brownell; Dagseth, Renee; David Domingo; David Tetta; Davis, Diane; Derek Schruhl; Derrick Terada; Diane Davis; Dustan Bott; Edward Kowalski; Emily Orzech; Erin Williams; Eva DeMaria; Gabriela Carvalho; Garcia, Terry; Gary Olson; Hales, Bob; Jack Boller; Javier Morales; Jeannine Brown; Jeff Kenknight; Jennifer Parker; John Keenan; Jon Klemesrud; Jordana Jiles; Joseph Roberto; Juliann Barta; Julie Congdon; Kate Spaulding; Katherine Griffith; Katie McClintock; Kelly McFadden; Kevin Schanilec; Kimberly Ogle; Kristin McNeill; Lambert, Aaron; Laurie Kral; Lauris Davies; Linda Liu; Lisa Pollett; Mary Millner; Matthew Vojik; Melba Wells; Michele Wright; Michelle Mullin; Nancy Brown; Paul Cordero; Peter Contreras; Peter Magolske; Philip Nenninger; Phillips, Peter; Ramona Castro; Rindy Ramos; Rob Rau; Roylene Cunningham; Sandra Brozusky; Scott Downey; Stacey Erickson; Steven Potokar; Thor Cutler; Tristen Gardner; Wenning, Byron; Xiangyu Chu  
**Cc:** Wells, Mike  
**Subject:** OCE Clean-Up Day TODAY!

### Clean-up Day is **TODAY!!**

**“Clutter to Calm” Prize:** One gift certificate for a free seated massage will be awarded for the best workstation transformation. **Contact me to schedule Before/ After pictures of your workstation for a chance to win!**



Floor	Container Locations
8	Empty cube near the south side reception area (employee map location <b>M1</b> )
12	Next to Kristie McNeill's cube ( <b>D1</b> ) on the east side
13	Empty cube across from Krista Mendelman's cube ( <b>C5</b> )
18	SW corner printer/copier room

#### **Records:**

As always, please be mindful of your information preservation obligations associated with pending litigation. Information that is potentially relevant to litigation must be preserved and retained, including attachments, in its native format. Therefore, all emails and attachments subject to a litigation hold should be preserved and maintained in the email system. Other electronic documents should be maintained in the format in which you created or

received them.

In addition, you should not delete emails or other information that are records under the Federal Records Act unless they are preserved in accordance with the applicable retention schedule. Please refer to the records information on the Info page, or contact [Joyce Aoyama](#), your records coordinator or ORC for additional information.

[Table of Current Litigation Holds in Region 10](#)

For those worried about dust and dirt, a request has been submitted to the Park Place cleaning staff to ensure the floors are vacuumed the evening following our clean-up.

Additional Clean-Up Day guidance can be accessed at the Region 10 Clean-Up [website](#) on the Info page.

Brian Levo  
OCE Clean-up Coordinator  
Phone: (206) 553-1816

